



E-GRANTS ESEA/NCLB CONSOLIDATED USER GUIDE



**Montana
Office of Public Instruction**
Denise Juneau, State Superintendent

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TITLE PROGRAMS INCLUDED IN E-GRANTS

The ESEA/NCLB Consolidated application contains sections for the following Title programs:

ESEA/NCLB Consolidated

Title IA – Improving the Academic Achievement of the Disadvantaged (Basic)

Title I A – Schoolwide

Title II A – Improving Teacher Quality

Title II D – Enhancing Education through Technology (Ed Tech)

Title III – English Language Acquisition

Title IV A – Safe and Drug-Free Schools and Communities
(funding discontinued, carry-over projects only)

Title VIB, Subpart 2 – Rural Low-Income Schools (RLIS)



COMPLETING THE ESEA/NCLB APPLICATION



For page-specific instructions, click the “Click for Instructions” hyperlink, in the upper-right corner of every page. If you need further assistance, click the “Contact Us” hyperlink at the bottom of each page to locate the appropriate OPI specialist.

PLANNING TOOL



The Planning Tool must be completed before any budget or topic funding pages in the application can be completed. When districts apply as a system (combined elementary and high school districts applying with the same application) or as a member of a consortium, only the district designated as the prime applicant needs to complete the Planning Tool.


1. *Log into* the E-Grants System using your pre-assigned user ID and password.
 - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have a user ID and password.
2. *Click Planning Tool* from the **Menu List**.
 - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have the Planning Tool displayed on the menu list.
3. If more than one LEA is listed, *select* the appropriate LEA.
4. *Click* on the radio button to select the prior year Planning Tool.
5. *Click* the **COPY TO NEW YEAR** button to copy last year’s goals into the new application.
- OR -
6. Complete the Planning Tool for the new application year by clicking **ADD NEW YEAR**.
7. Return to the **Menu List** Page.





Note: Information from the completed Planning Tool is pulled into various pages within the applications.



ESEA/NCLB CONSOLIDATED APPLICATION

 For page-specific instructions, click the “Click for Instructions” hyperlink in the upper-right corner of every page. If you need further assistance, click the “Contact Us” hyperlink at the bottom of each page to locate the appropriate OPI specialist.



 **Note:** ESEA/NCLB application pages need to be completed at the consolidated level of the application and the individual title program levels. The application opens at the ESEA/NCLB Consolidated level. Individual title program levels are selected from the drop-down list in the upper-right corner of the application.


 Districts refusing all ESEA/NCLB funds must create an ESEA/NCLB Consolidated application, complete the **Allocations, Private/Nonpublic Participation/ Schools 1-15, Common Assurances** and **Final Assurances Agreement** pages and submit the application to the OPI. [Click here](#) for specific instructions.

1. *Log into* the E-Grants System using your pre-assigned user ID and password.
 - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have a user ID and password.
2. If the Planning Tool has not been completed, *complete* the Planning Tool.
[Click here](#) to go to the section on completing the Planning Tool.
3. *Click* **ESEA/NCLB Consolidated** from the **Menu List**.
 - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have this application displayed on the menu list.
4. If more than one LEA is listed, *select* the appropriate LEA.
5. *Create* a new application.
 - *Click* the **CREATE APPLICATION** button.
 - OR -
6. *Continue* an application already created.
 - *Click* on the radio button next to the current application.
 - *Click* the **OPEN APPLICATION** button.




7. Click the **Contact Information** tab.
 - Fill in all required fields and extra e-mail addresses.
 - If district clerks and LEA program staff wish to receive automatic e-mail notifications of approved/returned applications, cash requests, etc., their e-mail addresses must be entered at the bottom of the **Contact Information** page.
 - *Save the page.*
8. Click the **Funding** tab (opens **Allocations Page**).
 - Review allocations for each title program.
 - Eligible districts may *transfer* or *flex* funds in the middle section of the page.

 **Note:** Schoolwide-eligible districts must mark their qualifying schools as SWP on the **Title I Targeting Step 4** page before transferring/flexing to the schoolwide program on the allocations page.
 - To decline (i.e. not apply for) some of the allocated funds, scroll down to the “Funds not applied for” section and *click* the box under the title program(s) that are being declined.
 - Decline current year funds, prior year funds, or both.
 -  **Caution:** Once a check box is checked and the page is saved, the check box cannot be unchecked.
 - *Save the page.*
 - [Click here](#) for more detailed information about the Funding/Allocations page.
9. Click the **Topic Funding** tab. (This page is dependent upon the completion of the Planning Tool.)
 - Review topics for applicable title programs.
 - Districts eligible for Title VIB, Subpart 2 (RLIS) should *select* topics for Title VIB.
 - *Save the page.*

 You will not be able to get to the budget pages until the Topic Funding page is reviewed.



Go to each applicable program level, i.e. Title IA, IIA, IID, etc., using the “Application Sections” drop-down list in the upper-right corner of the page.

1. Complete the **Program Detail** pages (and all sub-tabs) for each title program that has an allocation.
 - *Save each page before moving to the next.*
 2. Click the **Budget Pages** tab.
 3. (Title I A - Basic only) Complete **Full-Time Equivalents** page.
 4. (Titles IIA, IID, III and IV) Complete **Private/Nonpublic Equitable Share** pages.
 - Complete for every program with an “Allocation Available for Budgeting.”
 - Enter enrollment for Participating Private/Nonpublic Schools.
 - Enter “0” if there are no Participating Private/Nonpublic Schools in the district.
 - The “Equitable Share” for participating private/nonpublic schools displays on the last line.
 - *Save the page.*
 5. Complete the **Budget Detail** page for each title program with an allocation.
 - Budget the “Total Allocation Available for Budgeting” displayed at the top of the **Budget Detail** page.
 - Enter the appropriate amount under each Purpose Category and Object Code until “Allocation Remaining” (at the bottom of the **Budget Detail** page) equals \$0.
 - If eligible, enter the “Maximum Indirect Cost” or a lesser amount on Line G.
 - The “Maximum Indirect Cost” is automatically calculated (Line E) on the Budget Detail page for districts with an approved Indirect Cost rate.
 - Districts are not required to enter an indirect cost amount.
 - Click the **CALCULATE TOTALS** button to keep a running total of budgeted allocations.
 - *Save the page.*
-  **Note:** the page-specific instructions provide details about Object Codes and Purpose Categories. (“Click for Instructions” hyperlink)
6. Complete the **Property and Equipment** page, if applicable.
 - *Save the page.*



Once all program pages and budget pages have been completed for each title program with an allocation, *return* to the **ESEA/NCLB Consolidated** level of the application from the drop-down list in the upper-right corner.

1. Complete the **Private/Nonpublic School Participation** page(s).
 - Enter “0” if there are no Participating Private/Nonpublic Schools in the district.
 - *Save the page.*
2. Click the **Assurances, Common and Program** tab.
 - The Authorized Representative (AR) is required to sign off, or agree, to the Common Assurances, Program Specific Assurances (every title program with an allocation available for budgeting), and the Final Assurances Agreement.



The Common Assurances carry over from one application to the next. If the Common Assurances were agreed to during completion of one of the other federal applications, there will be a check in the box upon page load and the **LEA AGREES** button will not be present.

- (AR only) Click the check box on each applicable **Assurance** page.
 - *Save the pages.*
 - (AR only) Click the **LEGAL ENTITY AGREES** button on the **Final Assurances Agreement** page. The date will auto-fill.
3. Click the **Submit** tab.
 - Run the consistency check.
 - Correct any errors that display.

When all edits have passed the consistency check, a message to the Authorized Representative stating, “Click Submit to OPI button to make final submission of the application for OPI review and approval,” will appear.

4. (AR only) Click the **SUBMIT TO OPI** button to submit the application.



Note: If district staff with the LEA data entry role are running the consistency check, the button text is, “Submit to Auth Rep.” The application is not submitted to the OPI at this point. The AR must make final submission to the OPI.

Once the application has been submitted, the **Application Select** page status will be “Submitted to SEA.”



The AR and all individuals listed on the bottom of the **Contact Information** page will receive an e-mail notification stating that the application has been submitted for review.

USING THE LOCK APPLICATION AND UNLOCK APPLICATION BUTTONS ON THE SUBMIT PAGE

- Use the **LOCK APPLICATION** button to lock the application thereby preventing changes to completed application pages. Use the **UNLOCK APPLICATION** button to unlock the application when page modifications are needed.
 - Only the user who locked the application and/or the district AR can unlock a locked application.
- A successful Consistency Check automatically locks the application. The **UNLOCK APPLICATION** button should be used to unlock the application if changes are needed after the consistency check has run.
 - Only the user who initiated the consistency check and/or the district AR can unlock the application after the consistency check locks it.

FUNDING/ALLOCATIONS PAGE - ESEA/NCLB

The Allocation page provides view-only access to project and multi-district allocation information as well as enterable fields for transferring funds across multiple programs. It is an excellent source of information for consolidated planning.

The **Allocations** page is divided into seven sections:

1. **Current Year Funds**

- Allocations
- Reallocated funds
- Released funds
- Total

2. **Prior Year Allocation** (Prime Applicant carryover and reallocated funds)

- Allocations
- Reallocated funds
- Total



3. Multi-district

- Transfers In
 - Displays on the allocation page when district is a prime applicant/administrative agent for a system or consortium.
 - Includes current amounts from member districts.
- Transfers Out
 - Displays on the allocation page when district is a member of a system or consortium.
 - Includes current amount going to the prime applicant/administrative agent.
- Administrative Agent
 - The administrative agent's three-digit county number + LE number is displayed as a blue hyperlink.
 - Click on this hyperlink to view the prime applicant and all participating system/consortium members and their contributing allocations.
 - The participating members can vary between title programs, e.g. one system member for Title I, five consortium members for Title III.

4. Funds Available for Transfer/Flex (per ESEA Title VI)

- Complete this section to show the funds your district is transferring or flexing based on eligibility (indicated in the "Applicable Percentage" line).
- The row "Total Available for Transfer/Flex" displays the amount of funds available to be transferred/flexed out.
 - The system will not allow districts to transfer/flex funds unless they are designated as eligible districts.

5. Transfers to Schoolwide


- If your district has an approved schoolwide plan, *enter* the amount of money from each title program you are moving to schoolwide.
 - Follow the instructions under the "Transfers to Schoolwide" heading on the **Allocations** page.



Note: Schoolwide-eligible districts must mark their qualifying schools as SWP on the **Title I Targeting Step 4** page before transferring/flexing to the schoolwide program on the allocations page.



6. Funds not applied for

- To refuse some but not all ESEA/NCLB program funds, *click* the box for either current year, prior year or both under the title programs for which the district is not applying.
-  **Caution:** Once a check box in the “Funds not applied for” section is checked and the page is saved, the check box cannot be unchecked.
- *Save the page.*


7. Total Available for Budgeting

- The “Total Available for Budgeting” line will reflect all adjustments to project funds and will display the total funds available for each program budget and budget detail page.




Remember the “Click for Instructions” hyperlink for assistance completing pages!!

REFUSING ALL ESEA/NCLB FUNDS


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 - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have a user ID and password.
2. *Click* **ESEA/NCLB Consolidated** from the **Menu List**.
 - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have this application displayed on the menu list.
3. If more than one LEA is listed, *select* the appropriate LEA.
4. *Create* a new application.
 - *Click* the **CREATE APPLICATION** button.
5. *Click* the **Funding** tab (opens **Allocations Page**).
 - *Scroll down* to the “Funds not applied for” section.
 - *Click* the box under each title program where allocations are being declined.
 - Decline current year funds, prior year funds, or both.
 -  **Caution:** Once a check box is checked and the page is saved, the check box cannot be unchecked.
 - *Save the page.*



6. Click the **Private/Nonpublic School Participation** tab.
 - Complete the **Schools 1-15** page.
 - Enter “0” if there are no Participating Private/Nonpublic Schools in the district.
 - *Save the page.*
 7. Click the **Assurances, Common and Program** tab.
 - The Authorized Representative (AR) is required to sign off, or agree, to the Common Assurances and the Final Assurances Agreement.
 - (AR only) Click the check box on the **Common Assurances** page.
 - (AR only) Click the **LEA AGREES** button.
-  The Common Assurances carry over from one application to the next. If the Common Assurances were agreed to during completion of one of the other federal applications, there will be a check in the box upon page load and the **LEA AGREES** button will not be present.
- (AR only) Click the **LEGAL ENTITY AGREES** button on the **Final Assurances Agreement** page. The date will auto-fill.
8. Click the **Submit** tab.
 - Run the consistency check.
 - Correct any errors that display.

When all edits have passed the consistency check, a message to the Authorized Representative stating, “Click Submit to OPI button to make final submission of the application for OPI review and approval,” will appear.

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